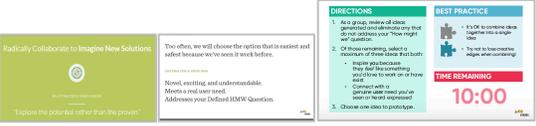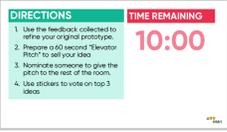# Design Thinking Group Lead Guide (209 minutes)

Before session start	**Jim:** Turn on video. (let him know he can turn it on and off throughout) **Martha**: Turn on video, shares files: Jim's & Group listing, assign attendee privileges to annotate and chat. **Leads:** Log in @10 min early if possible.

Whole Group: @30 minutes	**Martha:** Confirms everyone is logged in correctly to WebEx training.
	Welcome & notes:
	    • No official breaks, but people should feel free to leave and come back.
	    • Angela and Brenna will be helping to facilitate. Brenna will be monitoring the chat.
	    • Group leads are there to help facilitate, team decides how they want to work.
	    • Turn off email/chat/slack so there isn't distraction.
	
	Jim: Introduction and kickoff to **ACTIVITY PART 1**
	
	Brenna: Posts MURAL urls in chat.
	Martha:
	    • Asks for attendees to open MURAL and then confirm with "grn check".
	    • Shows Grouping Slide: Confirms everyone is unmuted.
	    • Notes time when all will regroup to one session.
	Angela: Starts the breakout.

(should start @8:30 CST)
Breakout 1: @14 minutes
	ACTIVITY PART 1: Develop your "How Might We" question (10 min)
	Group Leads:
	    Ensure everyone is on Board 1. (Can quickly scan the navigation pane to see where people are)
	    Remind everyone the first activity is timed and will take 10 min.
	    Start timer: 10 minutes.
	    Have them identify/agree on their user.
	    Brainstorm the user's pain points-either on post its or in discussion.
	    At @5 min mark, get them to start crafting their "How Might We" statement.
	    At @8 min mark, let people know the group will soon return to the whole group session.
	    Mention that a 30 second note from the facilitator will pop up, but since each group may have started their timer at different times they may want to start wrapping up.

(should start @8:45 CST) **Whole Group: @10 minutes**	**Leads:** posts groups "How Might We" statement in Chat. (Adding Group #) **Jim:** Responds to them & introduces **ACTIVITY PART 2.** **Martha:** Notes time when all will regroup to one session. **Angela**: Starts the breakout.

(should start @8:55 CST)
Breakout 2: @24 minutes
	ACTIVITY PART 2: "Brainstorm ideas for HMW" (20 min)
	Group Leads:
	    Confirms everyone is on Board 2.
	    Types "How Might We Statement" on top of Board 2.
	    Start timer: 20 minutes.
	    Team generates ideas.
	    At @ 18 min mark, note it is time to start wrapping up.

(should start @9:20 CST) **Whole Group: @5 minutes**	**Jim:** Introduces **ACTIVITY PART 3:** **Martha:** Notes time when all will regroup to one session. **Angela**: Starts the breakout.

(should start @9:25 CST)
Breakout 3: @14 minutes
	ACTIVITY PART 3: Deciding which HMW idea to sketch
	Group Leads:
	    Confirm everyone is in breakout.
	    Start timer: 10 minutes.
	    Remind team to review what they've brainstormed and now eliminate non-relevant idea.
	    Let them discuss which ideas inspire or connect with a genuine user need.
	    At @7 min mark, prompt them to start deciding which one to pursue if they haven't gone there yet.
	    At @9 min mark, note it is time to start wrapping up.

(should start @9:35 CST) **Whole Group: @10 minutes**	**Jim:** Introduces **ACTIVITY PART 4.** **Martha:** Notes time when all will regroup to one session. **Angela**: Starts the breakout.

(should start @9:30 CST)
Breakout 4: @24 minutes
	ACTIVITY PART 4: Sketching the HMW idea
	Group Leads:
	    Confirm everyone is in on Board 3
	    Ask them to start thinking about who on their team will present their ideas to the whole group
	    Start timer: 20 minutes
	    See if someone naturally takes the lead in crafting the idea. If not remind them they can use the grid.
	    Help them as needed, remind them of icons/drawing tool.
	    At @15 min mark, remind them there are 5 min left
	    At @18 min mark, note it is time to start wrapping up.

(should start @9:55 CST) **Whole Group: @10 minutes**	**Angela:** Starts to reassign 6 groups into 3 groups. **Jim:** Asks everyone to talk about their experience **Angela**: Confirms breakouts are set. **Jim:** Introduces **ACTIVITY PART 5:** **Martha:** Notes time when all will regroup to one session. **Angela**: Starts the breakout.

(should start @10:05 CST)
Breakout 5: @14 minutes
(combines to 3 groups)
	ACTIVITY PART 5: Sharing Idea and Getting Feedback on HMW idea
	Group Leads:
	    Lead A shares screen to show their group's MURAL.
	    Starts timer: 5 min and team member presents idea.
	    Respondents note "I like", "I like", "I wonder".
	    Once timer ends, Lead A passes ball to Lead B.
	    Lead B shares screen to show their group's MURAL.
	    Starts timer: 5 min and team member presents idea.
	    Respondents note "I like", "I like", "I wonder".

(should start @10:35 CST) **Whole Group: @10 minutes**	**Angela:** Starts to reassign 3 groups into 6 groups. **Jim:** Asks everyone to talk about their experience. **Angela**: Confirms breakouts are set. **Jim:** Introduces **ACTIVITY PART 6** **Martha:** Notes time when all will regroup to one session. **Angela**: Starts the breakout.

(should start @10:45 CST)
Breakout 6: @14 minutes
(regroups to 6 groups)
	ACTIVITY PART 6: Refining HMW and planning "Pitch"
	Group Leads:
	    Starts timer: 10 min.
	    Group make changes.
	    Confirms who will present for group.
	    At @8 min mark, note it is time to start wrapping up.
	
	Martha: to make sure "Share" options are on
	Group Leads:
	    Creates a png of board and shares file to webex, name it with "group #"

(should start @10:50 CST) **Whole Group: @25 minutes**	" **Jim:** Introduces "Pitch" **Martha:** Selects each png for each "Pitch". **Jim:** Monitors and times each group. **Brenna**: Creates composite png and shares file up to WebEx. **Jim:** Introduces voting. **Martha**: Selects composite file & reminds everyone how to annotate.
(should start @11:15 CST) **CLOSE** **Whole Group: @5 minutes**	**Jim:** Final slides And reminds folks about survey.

GROUP 1
https://app.mural.co/invitation/mural/hmh/1568231097368?sender=pattykenny&key=82d049e7-7f22-45b4-91ec-3212dc3ff749

GROUP 2
https://app.mural.co/invitation/mural/hmh/1568148499875?sender=viviankerstein&key=c3408fdc-23af-41ea-a8df-6ae36f61c99b

GROUP 3
https://app.mural.co/invitation/mural/hmh/1568146235356?sender=willpaladino&key=3acb3dd6-6ee2-40b7-b3ce-a148a0ab9792

GROUP 4
https://app.mural.co/invitation/mural/hmh/1568147733877?sender=kristinhay8707&key=4c19598e-0e4d-4a97-aa6a-cb63f71f4d1e

GROUP 5
https://app.mural.co/invitation/mural/hmh/1568148418850?sender=jennypeel&key=26ac2db2-d64c-4d50-9657-085572865022

GROUP 6
https://app.mural.co/invitation/mural/hmh/1568146219784?sender=shanaravnsborg6377&key=db683802-b337-4f5b-bbdb-f4462eb1952d